



# SCHOOL CATALOG

2023-2024

**Main Campus:** 6606 Pacific Blvd Suite 204 Huntington Park, CA 90255

T: 323-433-9325 F: 323-484-9701

Website: [www.prestigecareercollege.com](http://www.prestigecareercollege.com)

**Non-Main (Branch) Campus:**

1460 E. Holt Ave Ste. 112 & 120, Pomona, CA 91767

16525 Sherman Way Unit C-7 Van Nuys, CA 91406

## TABLE OF CONTENTS

<b>NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS</b> .....	<b>4</b>
<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>INSTITUTIONAL OBJECTIVES</b> .....	<b>4</b>
<b>INSTITUTIONAL CORE VALUES</b> .....	<b>5</b>
<b>OWNERSHIP</b> .....	<b>5</b>
<b>HISTORY</b> .....	<b>5</b>
<b>CATALOG DISCLOSURES</b> .....	<b>5</b>
<b>SCHOOL FACILITIES AND EQUIPMENT</b> .....	<b>6</b>
<b>OFFICE HOURS</b> .....	<b>7</b>
<b>ACADEMIC CALENDAR</b> .....	<b>7</b>
<b>ACADEMIC PROGRAMS</b> .....	<b>7</b>
PROGRAM TITLE: MEDICAL ASSISTANT .....	8
PROGRAM TITLE: CENTRAL SERVICE TECHNICIAN .....	13
PROGRAM TITLE: DIAGNOSTIC MEDICAL SONOGRAPHY .....	16
PROGRAM TITLE: ECHOCARDIOGRAPHY TECHNICIAN .....	20
PROGRAM TITLE: NURSE ASSISTANT (DIRECT AND BLENDED) .....	24
PROGRAM TITLE: COMPUTER HARDWARE AND SOFTWARE TECHNICIAN .....	29
PROGRAM TITLE: CYBER SECURITY SPECIALIST .....	31
PROGRAM TITLE: SYSTEMS ADMINISTRATOR (DIPLOMA) .....	33
PROGRAM TITLE: RN TO BSN (BSN COMPLETION PROGRAM) (PROVISIONAL) .....	37
PROGRAM TITLE: SYSTEMS ADMINISTRATOR (ASSOCIATE OF ARTS) (PROVISIONAL) .....	42
<b>ADMISSIONS INFORMATION</b> .....	<b>47</b>
GENERAL ADMISSION REQUIREMENTS .....	47
CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE .....	47
SPECIAL ACCOMMODATIONS .....	48
ORIENTATION .....	48
TEACHER / STUDENT RATIO .....	48
LANGUAGE PROFICIENCY .....	49
NON-DISCRIMINATION CLAUSE .....	49
<b>ACADEMIC POLICIES</b> .....	<b>50</b>
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	50
WARNING POLICY .....	50
PROBATION POLICY .....	51
APPEAL POLICY .....	51
REPEAT POLICY .....	51
WITHDRAWAL AND INCOMPLETE GRADE POLICY .....	52
RE-ADMISSION REQUIREMENTS .....	52

GRADING SYSTEM .....	52
GRADUATION REQUIREMENTS .....	53
ATTENDANCE POLICY .....	53
PROBATION, SUSPENSION AND DISMISSAL .....	54
EXTERNSHIP .....	54
MAKE-UP WORK FOR ABSENCE/TARDY HOURS .....	54
ONLINE LEARNING .....	55
LEAVE OF ABSENCE .....	55
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION .....	55
RE-ENROLLMENT AND TRANSFERABILITY OF CREDITS POLICY.....	56
ADVANCED PLACEMENT OR EXPERIENTIAL LEARNING .....	56
POLICY AND PROGRAM CHANGES .....	56
STUDENT APPEAL PROCESS.....	56
CREDIT HOUR DEFINITION.....	56
<b>STUDENT FINANCING CURRENT TUITION AND FEES .....</b>	<b>57</b>
FINANCIAL AID DISCLOSURE .....	57
CANCELLATION, WITHDRAWAL, AND REFUND POLICY .....	58
STUDENT TUITION RECOVERY FUND (STRF).....	59
OFFICE OF STUDENT ASSISTANCE AND RELIEF .....	61
<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>61</b>
STUDENT PRIVACY RIGHTS.....	61
GRIEVANCE PROCEDURE.....	61
POLICY ON PERSONAL PROPERTY .....	61
DRESS CODE POLICY .....	62
STUDENT CONDUCT.....	62
ONLINE ETIQUETTE .....	62
FRATERNIZATION POLICY.....	63
HEALTH/ MEDICAL CARE.....	63
RETENTION OF EDUCATION RECORDS .....	63
<b>STUDENT SERVICES.....</b>	<b>64</b>
CAREER SERVICES.....	64
PLACEMENT .....	64
RESPONSE TIME .....	64
COUNSELING / REFERRAL SERVICES.....	64
HOUSING.....	65
STUDENT RESOURCE CENTER / LIBRARY .....	65
COPYRIGHT INFRINGEMENT AND NETWORK/COMPUTER USE POLICY .....	65
CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY .....	65
ADMINISTRATION .....	66
FACULTY.....	66
NON-MAIN CAMPUS (BRANCH) .....	68
CLASS SCHEDULES .....	68

## NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Classes are held at the following locations:

Main Campus: 6606 Pacific Blvd. Suite 204, Huntington Park, CA 90255

Non-Main (Branch) Campus: 1460 E. Holt Ave Ste. 112 & 120, Pomona, CA 91767

Non-Main (Branch) Campus: 16525 Sherman Way Unit C-7 Van Nuys, CA 91406

## MISSION STATEMENT

To provide affordable, quality training for students to acquire technical and professional skills, fostering career readiness for employment and success.

## INSTITUTIONAL OBJECTIVES

Prestige Career College is committed to:

1. Provide training and curricula that enable students to acquire skills and knowledge to expand gainful employment opportunities.
2. Employ instructional staff who are qualified professionals to teach in their respective field.
3. Promote a productive relationship with employers, affiliates of the college, other educational institutions and professional associations to stay on the forefront of best industry practices.
4. Conduct regular evaluation of training programs to ensure they meet and/or exceed standards set by licensing agencies, the labor markets and advancing technology.

5. Provide a healthy environment for students and employees to foster common respect and professional growth.

## INSTITUTIONAL CORE VALUES

Our work culture at Prestige Career College is driven by our values:

**RESPECT:** We honor and value each individual as we embrace diversity and inclusiveness.

**INTEGRITY:** We work in accordance with the highest academic and professional standards.

**POSITIVITY:** We bring energy and enthusiasm into all work interactions.

**PASSION:** We enjoy working together as we educate our clients.

**ACCOUNTABILITY:** We deliver quality training and take responsibility to ensure success in our endeavors.

**SERVICE TO OTHERS:** We volunteer to help others achieve their professional growth and personal success.

## OWNERSHIP

Prestige Career College is a dba of California Heritage Education (CHE), a California Corporation. The members of the Board of Directors for CHE Corporation are Ali Bayrami and Ricardo Prieto.

## HISTORY

California Heritage Education Corporation (CHE) was founded in 2018. Prestige Career College started to offer training programs in 2019 as an educational institution with an exempt status from the Bureau for Private Postsecondary Education (BPPE) and approvals from the California Department of Public Health (CDPH) for its Nurse Assistant and Home Health Aide programs. In 2021, two branch locations were created. On April 7, 2022, PCC obtained its full approval from the BPPE as a postsecondary institution offering certificate and diploma programs. Subsequently, it obtained approval as a degree-granting institution with a provisional status on July 3, 2023.

## CATALOG DISCLOSURES

PCC is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as

set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: ((888)370-7589. [www.bppe.ca.gov](http://www.bppe.ca.gov).

Proof of institutional eligibility and licenses may be reviewed in the office of the Campus President during normal business hours.

Prestige Career College is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition for bankruptcy within the preceding 5 years.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number 888-370-7589 – Fax: (916) 263- 1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Prestige Career College's Nurse Assistant Program instructors and clinical facilities are approved by the California Department of Public Health (CDPH):

### **California Department of Public Health**

Licensing and Certification Program

P.O. Box 997377, MS 0500

Sacramento, CA 95899-7377

(916) 558-1784

The approval from CDPH ensures that our instructors and clinical facilities meet the standards established for quality education and training in nurse assistant programs. Students can be assured that they will receive instruction and clinical experience of the highest caliber, preparing them for success in their careers as nurse assistants.

## **SCHOOL FACILITIES AND EQUIPMENT**

The main campus located 6606 Pacific Blvd Suite 204 Huntington Park, CA 90255 has facilities that include well ventilated and adequately-sized classrooms, computer laboratory/resource centers, skills lab, student lounge and administrative offices with numerous parking space. The facility accommodates about 100 students per shift of instruction and it is in compliance with all federal, state and local agencies. The skills laboratories have the significant equipment, supplies and materials for use in each program.

Non-Main (Branch) Campus are located at 3130 Inland Empire Blvd. Ste. A, Pomona CA 91764 and 16525 Sherman Way Unit C-7 Van Nuys, CA 91406.

## OFFICE HOURS

PCC Office hours are from 8:00 am to 5:00 pm. Instruction hours on campus are from 8:00 am to 5:00 pm (Monday to Friday).

## ACADEMIC CALENDAR

New Year's Day	Martin Luther King Jr. Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day (& day after)
Christmas Day	Winter Break: Dec 24 - Jan 1

**THIS CATALOG IS EFFECTIVE FROM JULY 1, 2023 – JUNE 30, 2024.**

## ACADEMIC PROGRAMS

	Course Title	Methodology	Clock Hours	Weeks	Credit Hours
1	Nurse Assistant	Residential & Blended	160	5	6
2	Computer Hardware and Software Technician	Full Distance	160	8	8
3	Cyber Security Specialist	Full Distance	460	23	30.5
4	Central Service Technician	Blended	960	31	38.5
5	Diagnostic Medical Sonography	Blended	2180	73	86
6	Echocardiography Technician	Blended	2180	73	84
7	Medical Assistant	Blended	900	29	42.5
8	Systems Administrator (Diploma)	Full Distance	960	32	48.5
9	Systems Administrator – AA (Provisional)	Full Distance	1200	85	68
10	RN to BSN (BSN Completion) (Provisional)	Blended *	1032	52	60

The total credits awarded in this table have been rounded to the nearest .5 or 0. The actual hours and credit breakdowns for each program can be found in the description of each course.

**PROGRAMS MAY NOT BE OFFERED AT THE BRANCH CAMPUSES. PLEASE CALL THE ADMISSIONS OFFICE.**

**PROGRAM TITLE: MEDICAL ASSISTANT**

900 clock hours / 29 Weeks / Credits 42.53 SOC: 31-9092.00

**PROGRAM DESCRIPTION**

---

This Medical Assistant Diploma Program is 900 clock hours training consisting of classroom theory, skills laboratory, and 200 hours of clinical externships in an approved medical facility. Classroom theory is taught in both synchronous and asynchronous learning while skills are taught via direct learning at the skills laboratory on-campus. The Medical Assistant program is designed to teach all aspects of supporting a medical office both front (Administrative) and back (Clinical). Students learn patient care and clinical procedures, medical terminologies, patient assessment, examination, diagnosis and treatment, clinical assisting, and routine laboratory procedures, front office procedures, effective communication, patient scheduling and office management, coding, billing, records and basic computer skills. Students may be eligible to sit for certification testing.

**PROGRAM OBJECTIVES**

---

After successfully completing this program the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Perform administrative procedures.
3. Perform Medical Coding and Billing.
4. Perform medical insurance verification.
5. Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, preparing patient and assisting with procedures and exams, administering medications, and blood collection.
6. Perform EKG.
7. Apply HIPAA rules in regard to privacy and patient information.
8. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
9. Manage the clinical facility, equipment and inventory.
10. Demonstrate professional conduct in regards to ethical behavior within the scope of practice of a medical assistant.
11. Demonstrate proficiency in basic computer.
12. Demonstrate knowledge of computer software as it applies to electronic health records.



**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credit Hours
MA101	MEDICAL LAWS, ETHICS AND INTRODUCTION TO MEDICAL ASSISTING	18	1.2
MA 102	MEDICAL TERMINOLOGY	20	1.3
MA 103	ANATOMY AND PHYSIOLOGY AND PATHOPHYSIOLOGY	40	2.7
MA104	PHARMACOLOGY AND ADMINISTERING MEDICATION	18	0.9
MA 105	PSYCHOLOGY AND EFFECTIVE COMMUNICATION	16	1.1
MA 106	GENERAL PATIENT CARE	40	2.0
MA 107	ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES	60	2.7
MA 108	CLINICAL ASSISTING 1	54	2.3
MA 109	EKG	60	2.5
MA 110	CLINICAL ASSISTING 11	54	2.1
MA 111	MICROBIOLOGY AND INFECTION CONTROL	20	1.1
MA 112	CLINICAL ASSISTING III	80	3.7
MA 113	MEDICAL CODING	80	5.3
MA 114	HEALTH INFORMATION TECHNOLOGY/EMR/EHR	40	2.7
MA 115	MEDICAL BILLING	80	5.3
MA 116	CAREER DEVELOPMENT	20	1.3
MA 117	CLINICAL EXTERNSHIP	200	4.4

**DESCRIPTION OF COURSE TITLES:**
**MA101 MEDICAL LAWS, ETHICS AND INTRODUCTION TO MEDICAL ASSISTING (18 HRS / 1.2 CREDITS)**

This module serves as an introduction to field of medical assisting and its scope of practice. Students will learn the ethical and legal issues involved in patient care and patient procedures. Topics include Legal Considerations, HIPAA, Fraud and Abuse, Medical Malpractice, Clinical History Taking and Documentation.

**MA 102 MEDICAL TERMINOLOGY (20 HRS / 1.3 CREDITS)**

This module teaches the students how to spell, define, and pronounce medical terms as well as understanding the concepts of root words, prefixes, and suffixes. Students will also study the common medical terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

### MA 103 ANATOMY AND PHYSIOLOGY WITH PATHOPHYSIOLOGY (40 HRS / 2.7 CREDITS)

---

This module teaches the human body structures and organ systems, anatomical structures, locations, and positions, structure and function of these major body systems, including organs and their locations, interactions between organ systems, homeostasis, pathophysiology and disease processes, signs, symptoms, and etiology of common diseases, conditions, injuries and the diagnostic measures and treatment modalities.

### MA104 PHARMACOLOGY AND ADMINISTERING MEDICATION (18 HRS / 0.9 CREDITS)

---

This module teaches the proper classification, actions, and names of medications and the regulations in controlling them. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations, drug classifications, PDRs, prescription, recording, storing, drug therapy are also addressed. Students are expected to know how to administer medications and injections.

### MA 105 PSYCHOLOGY AND EFFECTIVE COMMUNICATION (16 HRS / 1.1 CREDITS)

---

This module teaches the student understanding of the human mind and those that affect human behavior in order to know how to handle all sorts of situations particularly in dealing with patients and be aware of one's individuality and background when dealing with their emotional and behavioral responses in the medical setting. In addition, the Program provides the student the techniques for effective communication.

### MA 106 GENERAL PATIENT CARE (40 HRS / 2.0 CREDITS)

---

The module provides the students the skills for patient preparation for examination and help them feel at ease while in the doctor's office. Students are taught how to ensure patient safety, complete clinical intake process, respond to emergency situations, and patient instruction to specific procedures.

### MA 107 ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES (60 HRS / 2.7 CREDITS)

---

The module provides the administrative training to assist the physician with the care and treatment of patients at the front office. These administrative skills include patient reception, registration and scheduling appointments, word processing, patient charts, insurance verification, coding, ordering and maintaining supplies and equipment, and maintaining patient medical records and EHR. Topics also include financial matters such as billing and collection.

### MA 108 CLINICAL ASSISTING 1 (54 HRS / 2.3 CREDITS)

---

The module teaches how to prepare the exam room and assist in patient preparation and positioning as well as to protect the patient's privacy. Students learn how to take and read vital signs, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate and measuring height and weight, Students will learn how to take and evaluate blood pressure, perform EKG, assisting the physician for physical exam including Ophthalmology and Otolaryngology, Emergency procedures and Patient Assessment/ Care.

### EKG 100 EKG (60 HRS / 2.5 CREDITS)

---

This module provides overview of the normal electrical conduction as well as common variations as evidenced by changes in the waveform on the cardiac monitoring device. The Program will also focus on the student's ability to perform cardiac monitoring via lead monitoring devices.

### MA 111 MICROBIOLOGY AND INFECTION CONTROL (20 HRS / 1.1 CREDITS)

---

This Module is the study of cells, organisms, microorganisms, infectious agents, viruses, bacteria, fungi and protozoa. Students also learn infection control and chain of infection, asepsis and sepsis.

### MA 110 CLINICAL ASSISTING II (54 HRS / 2.1 CREDITS)

---

Students will perform procedures for collecting sample specimens for the routine exams, and to assist in the procedures for special analysis. Students will learn the proper and correct procedures for collecting venous and capillary blood samples. They will learn how to perform breast exam, prepare the instruments in minor surgery including assisting the physician as they gain understanding of pre and post-op procedures for minor surgeries.

### MA 112 CLINICAL ASSISTING III (80 HRS / 3.7 CREDITS)

---

The program is designed to teach the students blood specimen collection, medical terminology, patient care and equipment and supplies used in blood collection. Students will learn the proper and correct procedures for collecting venous and capillary blood samples. The program consists of both didactic and practical.

#### MA 113 MEDICAL CODING (80 HRS / 5.3 CREDITS)

---

This module prepares students with the basic principles of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents. Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems.

#### MA 114 HEALTH INFORMATION TECHNOLOGY/EMR/HER (40 HRS / 2.7 CREDITS)

---

This module prepares students electronic medical records/electric health records and legal considerations in healthcare. Students will be provided an overview of Medisoft.

#### MA 115 MEDICAL BILLING (80 HRS / 5.3 CREDITS)

---

This module teaches the students an overview of the medical billing profession including certification. Students will have a comprehensive study of the health care insurance systems and managed care, billing exercises using medical billing software, in-patient and facility services billing and reimbursement methodologies.

#### MA 116 CAREER DEVELOPMENT (20 HRS / 1.3 CREDITS)

---

This class will teach the students routine office procedures in a medical clinic or healthcare or billing facility. Students will prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

#### MA 117 CLINICAL EXTERNSHIP (200 HRS / 4.4 CREDITS)

---

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting, within the ethical and legal framework of the profession of medical assistants.

**PROGRAM TITLE: CENTRAL SERVICE TECHNICIAN**

960 clock hours / 31 Weeks / 38.5 Credits SOC: 31-9093.00

**PROGRAM DESCRIPTION**

---

The Central Service Technician Diploma Program is 960 clock hours training consisting of classroom theory, skills laboratory and 400 hours of clinical externships in an approved facility. Classroom theory is taught in both synchronous and asynchronous learning. After successfully completing the program, the graduate will be eligible to take the CRCST certification exam through the Healthcare Sterile Processing Association (HSPA) formerly known as International Association of Healthcare Central Service Material Management (IAHCSMM).

This Sterilization program is designed to teach students the skills for cleaning, packaging, sterilizing, disinfecting, and decontaminating instruments used by medical personnel and ensure that they are sterile, clean and ready. The program provides the students a comprehensive background of healthcare services including familiarity with every instrument or tool used, store, pass out and keep records related to sterilization monitors, orders and inventory.

**PROGRAM OBJECTIVES**

---

After successfully completing this program the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
3. Decontaminate, process, assemble, store and distribute medical devices and supplies.
4. Examine and clean tools and surgical equipment before sterilization.
5. Sterilize equipment and ensure there are adequate surgical supplies.
6. Put cleaned instruments in sterilizers like autoclaves.
7. Maintain records related to sterilization monitors, orders, charges to patients, and inventory.
8. Report any possible equipment defects or problems to health care staff.
9. Ensure sterile supplies have not expired.
10. Keep a sterile environment.
11. Demonstrate ethical and professional behavior congruent with standards of practice.

**PROGRAM OUTLINE**

Course	Course Title	Clock Hours	Credit Hours
CST 100	Introduction to Central Service, Standards and Medical Ethics	50.00	3.3
CST 110	Medical Terminology, Anatomy and Physiology	50.00	3.3
CST 111	Microbiology and Infection Control	50.00	3.0
CST 112	Instrumentation	50.00	2.3
CST 113	Decontamination, Disinfection, Sterilization	240.00	10.7
CST 114	Risk Management and Quality Assurance	50.00	3.0
CST 115	Records Maintenance	50.00	3.0
CST 116	Customer Relations	20.00	1.3
CST 120	Externship	400.00	8.9

**DESCRIPTION OF COURSE TITLES:**
**CST 100 INTRODUCTION TO CENTRAL SERVICE, STANDARDS AND MEDICAL ETHICS (50 HRS / 3.3 CREDITS)**

This Program provides student orientation to the field of sterilization, scope of practice in the field of sterilization processes. It also serves as an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual's behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting.

**CST 110 MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY (50 HRS / 3.3 CREDITS)**

This Program provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

**CST 111 MICROBIOLOGY AND INFECTION CONTROL (50 HRS / 3.0 CREDITS)**

This Program serves as an introduction to Microbiology, principles and the impact on humans. It covers the study of microorganisms, their structure, physiology, biochemical aspects, infectious diseases and practical application. Students also study chain of infection, infection control, precautions, Covid-19 and PPEs, aseptic techniques, routine and emergency care Students will receive CPR Certification, Infection Control and First Aid.

### CST 112 INSTRUMENTATION (50 HRS / 2.3 CREDITS)

---

This Program provides students the list of different equipment and materials including all surgical instruments that are used in sterilization process. Topics include the use, repairs and maintenance of the different instruments.

### CST 113 DECONTAMINATION AND DISINFECTION (240 HRS / 10.7 CREDITS)

---

This Program provides the students a general overview of the various decontamination methods and properties of common chemical disinfectants, risk and mitigation controls for waste disposal, autoclave safety, methods of validating waste treatments and decontamination procedures.

### CST 114 RISK MANAGEMENT AND QUALITY ASSURANCE (50 HRS / 3.0 CREDITS)

---

This Program teaches Material Safety Data Sheets (MSDS), work simplification, special handling and six sigma concepts in quality assurance. Topics also include total quality management, safety and risk management, inventory management, information technology, and storage.

### CST 115 RECORDS MAINTENANCE (50 HRS / 3.0 CREDITS)

---

This Program teaches records creation and monitoring, ordering and allocating of medical supplies and instruments, keeping records related to sterilization, reporting possible equipment defects or problems to appropriate medical office staff.

Students will be able to take physical inventory of equipment and supplies, completes requisition slips, equipment log and stock order requests. Topics include Protected Health Information. Students will have an overview of computer applications and data entry,

### CST 116 CUSTOMER RELATIONS (20 HRS / 1.3 CREDITS)

---

This Program teaches the need for CST to use effective communications and human relations skills in the performance of their work. Topics include causes of communication breakdown in the workplace, basic strategies for effective communication, positive customer relationships with clients, vendors, setting priorities and team work.

### CST 120 EXTERNSHIP (400 HRS / 8.89 CREDITS)

---

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a facility setting within the ethical and legal framework of the profession of sterilizing processes.

**PROGRAM TITLE: DIAGNOSTIC MEDICAL SONOGRAPHY**

2180 clock hours / 73 Weeks / 86 Credits SOC: 29-2032.00

**PROGRAM DESCRIPTION**

---

This Diagnostic Medical Sonography is 2180 clock hours training consisting of seven (7) core courses and two (2) specialty courses with 960 hours of clinical externships in an approved medical facility. The program is hybrid where classroom theory hours are taught in both synchronous and asynchronous learning and skills are taught by direct instruction onsite.

The Diagnostic Medical Sonography diploma program is designed to train students in the field of sonography produce two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing diseases and malfunctions of organs.

**PROGRAM OBJECTIVES**

---

After successfully completing this Program, the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply HIPAA rules in regard to privacy and patient information.
3. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
4. Manage the clinical facility, equipment and inventory.
5. Competently perform as an entry level sonographer in the learning domains for sonography and abdominal, OB-Gyne vascular sonography.
6. Demonstrate skills in patient care and patient services.
7. Clean and maintain imaging equipment to ensure they are working properly.
8. Take ultrasounds images.
9. Take notes, observe and record sonographic findings in patient records.
10. Demonstrate professional conduct regarding ethical behavior within the scope of practice of a sonographer.



**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credits Hours
DMS101	Introduction to Sonography with Basic Math	80	5.3
DMS102	Medical Terminology, Anatomy and Physiology	160	10.7
DMS103	Medical Ethics and Patient Care	80	4.0
DMS104	Ultrasound Physics and Instrumentation	160	7.7
DMS105	Vascular Ultrasound	240	12.0
DMS106	Abdomen and Small Parts	240	12.0
DMS107	OB & Gynecology	240	12.0
DMS109	Career Development	20	1.3
DMS110	Clinical Externship	960	21.3

**DESCRIPTION OF COURSE TITLES:**
**DMS 100 INTRODUCTION TO SONOGRAPHY WITH BASIC MATH (80 HRS / 5.3 CREDITS)**

This Program provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This Program also prepares the student for a transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Review of Basic Mathematics is studied towards the end of the Program.

**DSM 102 MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY (160 HRS / 10.7 CREDITS)**

This Program provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

**DMS 103 MEDICAL ETHICS AND PATIENT CARE (80 HRS / 4.0 CREDITS)**

This Program provides the student an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual's behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting. Student will be provided the basic concepts and theories of patient to make sound clinical judgements for physical, legal and ethical needs of the patient including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

### DMS 104 ULTRASOUND PHYSICS AND INSTRUMENTATION (160 HRS / 7.7 CREDITS)

---

This Program introduces the student the physics of ultrasound and imaging tools used in the field. Discussions include ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter, artifacts and bioeffects. Student will explore the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution. This Program includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam, Doppler physics, color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies.

### DMS 105 VASCULAR ULTRASOUND (240 HRS / 12.0 CREDITS)

---

This course explores the anatomical comparisons between the wall architectures of veins and arteries, their pathophysiology as well as the vascular sonographer's role. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. This course will provide continued exposure to the vascular sonographic techniques in the clinical setting including observation, pre- and post-procedural activities, and supervised performance of basic vascular sonographic examination.

### DMS 106 ABDOMEN AND SMALL PARTS (240 HRS / 12.0 CREDITS)

---

This course presents the gross anatomy, sectional anatomy, physiology, pathology and pathophysiology and sonographic appearances of normal and abnormal structures of the liver, gallbladder and biliary tree, pancreas, and urinary tract with urinary bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine and protocols of the abdomen and related systems.

*Pre-requisites: DMS100, DMS 102*

### DMS 107 OB & GYNECOLOGY ULTRASOUND (240 HRS / 12.0 CREDITS)

---

This course presents the gross anatomy, sectional anatomy, physiology, pathology, pathophysiology and sonographic appearances of normal and abnormal structures of the female reproductive system including the first trimester of the intrauterine fetal development and diseases of the female pelvis. Scanning lab continues on the transabdominal scanning of the female pelvis and pregnant uterus, ectopic pregnancy, fetal development and growth, fetal measurements and normal and abnormal fetal anatomy. *Pre-requisites: DMS 100, DMS 102*

#### DMS 109 – CAREER PREPAREDNESS (20 HRS / 1.3 CREDITS)

---

This course will teach students how to prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

#### DMS 110 CLINICAL EXTERNSHIP (960 HRS / 21.3 CREDITS)

---

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.

**PROGRAM TITLE: ECHOCARDIOGRAPHY TECHNICIAN**

2180 clock hours / 73 Weeks / 84 Credits SOC: 29-2031.00

**PROGRAM DESCRIPTION**

---

This Echocardiography Technician Program is 2180 clock hours training consisting of seven (7) core Programs, one specialty Program with 960 hours of clinical externships in an approved medical facility. The program is Blended where classroom theory hours are taught in both synchronous and asynchronous learning while clinical skills are taught by direct instruction onsite.

This training which is also known as cardiac sonography is designed to teach students understand the in- depth nature of the heart, focusing on using ultrasound technology to take pictures of the heart muscles and related blood vessels creating two- dimensional ultrasonic records using imaging tools.

**PROGRAM OBJECTIVES**

---

After successfully completing this program the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply HIPAA rules in regard to privacy and patient information.
3. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
4. Manage the clinical facility, equipment and inventory.
5. Competently perform as an entry level sonographer in the learning domains for vascular sonography and cardiac sonography.
6. Demonstrate skills in patient care and patient services.
7. Clean and maintain imaging equipment to ensure they are working properly.
8. Take ultrasounds images.
9. Take notes, observe and record sonographic findings in patient records.
10. Demonstrate professional conduct regarding ethical behavior within the scope of practice of a sonographer.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credits Hours
DMS 101	Introduction to Sonography with Basic Math	80	4.0
DSM 102	Medical Terminology, Anatomy and Physiology	160	9.3
DMS 103	Medical Ethics and Patient Care	80	4.0
DMS 104	Ultrasound Physics and Instrumentation	160	8.0
DMS 105	Vascular Ultrasound	240	12.0
DMS-EC 108A	Echocardiography 1	240	12.0
DMS-EC 108B	Echocardiography 2	240	12.0
DMS 109	Career Development	20	1.3
DMS 110	Clinical Externship	960	21.03

**DESCRIPTION OF COURSE TITLES:**
**DMS 101 INTRODUCTION TO SONOGRAPHY WITH BASIC MATH (80 HRS / 4.0 CREDITS)**

This Program provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This Program also prepares the student for a transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Review of Basic Mathematics is studied towards the end of the Program.

**DSM 102 MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY (160 HRS / 9.3 CREDITS)**

This Program provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

**DMS 103 MEDICAL ETHICS AND PATIENT CARE (80 HRS / 4.0 CREDITS)**

This Program provides the student an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual's behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting. Student will be provided the basic concepts and theories of patient to make sound clinical judgements for physical, legal and ethical needs of the patient including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

### DMS 104 ULTRASOUND PHYSICS AND INSTRUMENTATION (160 HRS / 8.0 CREDITS)

---

This course introduces the student the physics of ultrasound and imaging tools used in the field. Discussions include ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter, artifacts and bioeffects. Student will explore the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. This course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam, Doppler physics, color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies.

### DMS 105 VASCULAR ULTRASOUND (240 HRS / 12.0 CREDITS)

---

This Program explores the anatomical comparisons between the wall architectures of veins and arteries, their pathophysiology as well as the vascular sonographer's role. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. This Program will provide continued exposure to the vascular sonographic techniques in the clinical setting including observation, pre- and post-procedural activities, and supervised performance of basic vascular sonographic examination.

### DMS-EC 108A ECHOCARDIOGRAPHY 1 (240 HRS / 12.0 CREDITS)

---

This Program covers the principles of echocardiographic Image Acquisition and Doppler Analysis, normal anatomy and flow patterns on transthoracic echocardiography and transesophageal echocardiography. This Program provides applications of specialized echocardiography including clinical indications and quality assurance. Clinical skills include probe manipulation and doppler principles.

### DMS-EC 108B ECHOCARDIOGRAPHY 2 (240 HRS / 12.0 CREDITS)

---

This Program covers coronary diseases, cardiomyopathies, pericardial diseases, valvular diseases, congenital heart defects, cardiac masses and tumors. Most cardiac diseases will be discussed including causes, signs, symptoms and sonography findings. Clinical skills include velocity measurements, calculations, doppler principles and probing.

### DMS 109 CAREER DEVELOPMENT (20 HRS / 1.3 CREDITS)

---

This course will teach students how to prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

### DMS 120 CLINICAL EXTERNSHIP (960 HRS / 21.3 CREDITS)

---

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.

**PROGRAM TITLE: NURSE ASSISTANT (DIRECT AND BLENDED)**

160 clock hours Direct/Blended / 5 Weeks / 6 Credits (SOC 31-2011)

**PROGRAM DESCRIPTION**

---

The Nurse Assistant program is designed to teach students the competencies that will enable them to perform basic nursing skills and provide quality care for acute hospitals and long term care facilities. Training includes taking of vital signs, range of motion, patient care skills and procedures, CPR, First Aid, communication, safety promotion and professionalism to work effectively. The program has classroom and clinical components and prepares the students to take the State of California Nurse Assistant Certification.

**PROGRAM OBJECTIVES**

---

After successfully completing this program, the student will be able to:

1. Demonstrate behaviors consistent with professional work ethics, legal responsibilities and scope of practice according to the California Department of Public Health for Nurse Assistants (Title 22).
2. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
3. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
4. Demonstrate competence and proficiency in communication and interpersonal relationships, safety and infection control, patient care skills, personal care procedures, vital signs, nutritional requirements and techniques, body mechanics, exercise and activity, emergency procedures, care to clients with special needs, end of life, rehabilitation and abuse prevention.
5. Adhere to the policies and procedures of clinical sites.
6. Demonstrate compliance with standards of practice for nursing assistant.
7. Demonstrate competence with all skills required for certification as a Certified Nurse Assistant.



**PROGRAM OUTLINE**

Course Code	Title	Clock hours	Credit Hours
Module I	Introduction	2	0.1
Module II	Patients' Rights	4	0.3
Module III	Interpersonal Skills	2	0.1
Module IV	Prevention and management of catastrophe and Unusual Occurrences	2	0.1
Module V	Body Mechanics	6	0.2
Module VI	Medical and Surgical Asepsis; Infection	10	0.2
Module VII	Control Weights and Measures	2	0.1
Module VIII	Patient Care Skills	54	1.8
Module IX	Patient Care Procedures	27	0.9
Module X	Vital Signs	9	0.4
Module XI	Nutrition	8	0.3
Module XII	Emergency Procedures	3	0.2
Module XIII	Long –Term Care Patient	9	0.4
Module XIV	Rehabilitative Nursing	6	0.2
Module XV	Observation and Charting	8	0.4
Module XVI	Death and Dying	2	0.1
Module XVII	Abuse	6	0.4

**LICENSING REQUIREMENTS**

Must pass live scan, complete all required hours, submit application to California Department of Public Health, Pass Certification Test.

**DESCRIPTION OF COURSE TITLES**
**MODULE I INTRODUCTION (2 HRS / 0.1 CREDITS)**

This module is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

#### MODULE II PATIENTS' RIGHTS (4 HRS / 0.3 CREDITS)

---

This module is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

#### MODULE III INTERPERSONAL SKILLS (2 HRS / 0.1 CREDITS)

---

This module is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact with patients/residents, patient's/residents' families and guests, and other members of the health care team.

#### MODULE IV PREVENTION AND MANAGEMENT OF CATASTROPHE AND UNUSUAL OCCURRENCES (2 HRS / 0.1 CREDITS)

---

This module is to introduce the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the patient/resident is discussed.

#### MODULE V BODY MECHANICS (6 HRS / 0.2 CREDITS)

---

This module provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

#### MODULE VI MEDICAL AND SURGICAL ASEPSIS; INFECTION CONTROL (10 HRS / 0.2 CREDITS)

---

This module presents information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

#### MODULE VII WEIGHTS AND MEASURES (2 HRS / 0.1 CREDITS)

---

This module is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

---

**MODULE VIII PATIENT CARE SKILLS (54 HRS / 1.8 CREDITS)**

---

This module is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

---

**MODULE IX PATIENT CARE PROCEDURES (27 HRS / 0.9 CREDITS)**

---

This module provides learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

---

**Module X Vital Signs (9 hrs / 0.4 Credits)**

---

This module prepares students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

---

**MODULE XI NUTRITION (8 HRS / 0.3 CREDITS)**

---

This module is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

---

**MODULE XII EMERGENCY PROCEDURES (3 HRS / 0.2 CREDITS)**

---

This module introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

---

**MODULE XIII LONG –TERM CARE PATIENT (9 HRS / 0.4 CREDITS)**

---

This module is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

#### MODULE XIV REHABILITATIVE NURSING (6 HRS / 0.2 CREDITS)

---

This module introduces the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

#### MODULE XV OBSERVATION AND CHARTING (8 HRS / 0.4 CREDITS)

---

This module is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

#### MODULE XVI DEATH AND DYING (2 HRS / 0.1 CREDITS)

---

This module is to introduce to the Nurse Assistant the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

#### MODULE XVII ABUSE (6 HRS / 0.4 CREDITS)

---

This module is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

**PROGRAM TITLE: COMPUTER HARDWARE AND SOFTWARE TECHNICIAN**

160 clock hours / 8 Weeks / 8 Credits SOC CODE 15.1121

**PROGRAM DESCRIPTION**

This Program is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This A+ training is considered foundational-level CompTIA training, which means it was designed for people with no experience at all. This Core 220- 1001 Program is valuable for new or aspiring IT professionals, looking to validate foundational skills, and even non-technical professionals.

**PROGRAM OBJECTIVES**

After successfully completing this Program, the student will be able to:

1. Discuss computer hardware components and their locations.
2. Demonstrate skills in identifying hardware assembly requirements for computers.
3. Demonstrate skills in the configuration of various types of motherboards.
4. Make sound, professional decisions when building, upgrading or repairing a computer accordingly to specified requirements.
5. Demonstrate skills in the architecture of various types of Processors and Memory chips
6. Make sound, professional decisions when upgrading or replacing these components.
7. Install, configure and maintain/troubleshoot any devices that can be used on and with computers, including Hard Disk Drives and I/O devices.
8. Apply employability skills.
9. Demonstrate professionalism and effective communication.
10. Write resume and participate in workshop for interview skills and job preparation.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credit Hours
IT-A1	COMPUTING OVERVIEW	20	1.0
IT-A2	SYSTEM COMPONENTS	20	1.0
IT-A3	PERIPHERAL DEVICES	20	1.0
IT-A4	NETWORKING	20	1.0
IT-A5	MOBILE DEVICES	20	1.0
IT-A6	SYSTEM IMPLEMENTATION AND MANAGEMENT	20	1.0
IT-A7	SECURITY	30	1.3
CP100	CAREER PREPAREDNESS	10	0.7

---

**DESCRIPTION OF COURSE TITLES:**

---

---

**IT-A1 COMPUTING OVERVIEW (20 HRS / 1.0 CREDITS)**

---

This module serves as an introduction to the Program. Topics include Lab Interface, Connect Internal Components, setting up a computer commands, and installing a UPS.

---

**IT-A2 SYSTEM COMPONENTS (20 HRS / 1.0 CREDITS)**

---

This module teaches about installing a power supply and motherboard, troubleshooting a system, power select and installing and troubleshoot processor.

---

**IT-A3 PERIPHERAL DEVICES (20 HRS / 1.0 CREDITS)**

---

This module deals with KVM Switch, selection and configuration of dual monitors, devices, storage and performing disk maintenance.

---

**IT-A4 NETWORKING (20 HRS / 1.0 CREDITS)**

---

This module teaches the selection and Installing of a Network Adapter, Configure TCP/IP Settings and Cable Internet Connection and DSL Internet Connection including Wireless Networking and Printing

---

**IT-A5 MOBILE DEVICES (20 HRS / 1.0 CREDITS)**

---

This module deals teaches the power Options, managing Mobile Devices and configuring iPad Access Control and Authentication

---

**IT-A6 SYSTEM IMPLEMENTATION AND MANAGEMENT (20 HRS / 1.0 CREDITS)**

---

This module teaches the student how to Install a Workstation Manage Files and Folders and Create User Accounts

---

**IT-A7 SECURITY (30 HRS / 1.3 CREDITS)**

---

This module teaches the Remote Wipe Require a Screen Saver Password, configuring BIOS/UEFI Security, Windows Defender, File Encryption, Windows Firewall and VPN Connection

---

**CP100 CAREER PREPAREDNESS (10 HRS / 0.7 CREDITS)**

---

This module teaches the student resume writing, interview techniques and other life skills.

**PROGRAM TITLE: CYBER SECURITY SPECIALIST**

460 clock hours/ 23 Weeks / 30.5 Credits SOC 15-1143.00

**PROGRAM DESCRIPTION**

---

The Cyber Security Specialist program is a 460- clock hour program consisting of online theory/online classroom learning. The student will learn computer terminologies, that go hand in-hand with the Computer Hardware and Software Technician Program as well as terminology that pairs with the Network Security Technician, Cyber Security Technician and the Ethical Hacker. The Network Security Specialist certification program helps our graduates begin or advance their careers by showing employers and clients that they have the skills to successfully implement manage and troubleshoot network and security issues.

**PROGRAM OBJECTIVES**

---

After successfully completing this Program, the student will be able to:

1. Demonstrate proficient knowledge of computer terminology including networking, cyber security and ethical hacking.
2. Demonstrate proficient knowledge of computer hardware and software as it applies to the industry.
3. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
4. Design, implement and evaluate a computing-based solution to meet a given set of computing
5. requirements in the context of the program's discipline.
6. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
7. Function effectively as a member or leader of a team engaged in activities appropriate to the program's
8. discipline.
9. Apply security principles and practices to maintain operations in the presence of risks and threats.
10. Demonstrate professional conduct in regard to ethical behavior within the scope of cyber security specialist.
11. Communicate effectively in a variety of professional contexts.
12. Demonstrate professionalism in the world of computers and cybersecurity.
13. Write resume and participate in workshop for interviewing skills and job readiness.

## PROGRAM OUTLINE

Course Code	Course Title	Clock Hours	Credit Hours
NST101	Network Security Technician	150.00	10.0
CST101	Cyber Security Technician	150.00	10.0
EH101	Ethical Hacker	150.00	10.0
CP100	Career Preparedness	10.00	0.7

## DESCRIPTION OF COURSE TITLES:

### NST101 NETWORK SECURITY TECHNICIAN (150 HRS / 10.0 CREDITS)

This Program covers the configuration, management, and basic security of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies. This Program helps prepare the learner to sit for CompTIA Network+ Certification, an industry certification used in the field of networking.

### CST101 CYBER SECURITY TECHNICIAN (150 HRS / 10.0 CREDITS)

This Program is designed to help the student understand the information security landscape and will prepare them to become a security professional. Gone are the simple days of protecting a system from the random individual hacker. Instead, computer professionals are now combating a very organized, advanced, and powerful force that comes in many different forms, from script kiddies to nation states, organized crime to hackers, and everything in between. This Program is designed to help prepare the learner for the world of cybersecurity. Students will learn the different types of malwares and how to defend against them.

### EH101 ETHICAL HACKER (150 HRS / 10.0 CREDITS)

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed.

This Program is designed to help you gain real-world skills by learning how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

### CP100 CAREER PREPAREDNESS (10 HRS / 0.7 CREDITS)

This module teaches the student resume writing, interview techniques and other life skills.



**PROGRAM TITLE: SYSTEMS ADMINISTRATOR (DIPLOMA)**

960 clock hours / 32 Weeks / 48.5 Credits SOC 15-1242.00

**PROGRAM DESCRIPTION**

---

The Systems Administrator program is designed to teach students how to install and configure software and hardware, set up accounts and workstations, as well as manage network servers and technology tools.

This Diploma program is 960 clock hours training where classroom theory hours are taught in both synchronous and asynchronous learning; while the computer laboratory skills are taught by direct instruction onsite. Students learn hardware assemblies and operating systems installation, back-up methodologies, registries and system files and security, hardware, planning, installation, resource management, command control, domains, file and sharing, system visualization, planning and records management.

**PROGRAM OBJECTIVES**

---

After completing the Program students will be able to understand the following:

1. Apply the principles and practice of system administration.
2. Perform the installation of Windows and configure the server environment.
3. Perform planning, installing and troubleshooting a Local Area Network, connecting it to a Wide Area Network.
4. Perform user accounts management and implement security groups.
5. Configure management of data storage.
6. Perform configuration, management, and troubleshooting of folders, files and printing resources.
7. Maintain a collection of devices using remote management tools in both centralized locations and across de- centralized organizations.
8. Produce written documentation of system problems, solutions, processes, and procedures.
9. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
10. Perform network services installation and management.
11. Produce written documentation of system problems, solutions, processes, and procedures.
12. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
13. Demonstrate effective communication, professional behavior and proper customer service.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credit Hours
PCS130	Principles of Network Fundamentals	80	4.0
PCS140	Principles of Cyber Security	80	4.0
PCS150	Fundamentals of Linux/Unix	80	4.0
PCS155	Server Linux System Administration	80	4.0
PCS170	System Virtualization with Oracle and VMware	80	4.0
PCS175	Microsoft Azure Fundamentals	80	4.0
PCS220	Amazon Web Services	80	4.0
PCS225	Google Cloud Administration	80	4.0
PCS230	Structured Query Language Fundamentals	80	4.2
PCS235	Microsoft PowerShell	80	4.2
PCS200	Python Scripting	80	4.2
DB100	Big Data Analytics	80	4.2

**DESCRIPTION OF COURSE TITLES:**
**PCS130 PRINCIPLES OF NETWORK FUNDAMENTALS (80 HOURS, 4.0 CREDITS)**

The Program focuses on the technological and operational aspects of information warfare including cyber-attack and cyber defense. Includes instruction in computer and network security cryptography computer forensics systems security engineering software applications threat and vulnerability assessment wireless networks and satellite communications tactical and strategic planning legal and ethical issues and cyber warfare systems development and acquisition

**PCS140 PRINCIPLES OF CYBER SECURITY (80 HOURS, 4.0 CREDITS)**

This Program introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

**PCS150 FUNDAMENTALS OF LINUX/UNIX (80 HOURS, 4.0 CREDITS)**

The Program covers such topics as the Linux/UNIX file system, commands, utilities, text editing, shell programming and text processing utilities. Students learn command line syntax and features of the popular Linux/UNIX shells, including filename generation, redirection, pipes and quoting mechanisms.

**PCS155 SERVER LINUX SYSTEM ADMINISTRATION (80 HOURS, 4.0 CREDITS)**

The Program covers how to administer, configure and upgrade Linux Server systems running one of the three major Linux distribution families: Red Hat, SUSE, Debian/Ubuntu, how to master the tools and concepts you'll need to efficiently build and manage an enterprise Linux infrastructure

### PCS170 SYSTEM VIRTUALIZATION WITH ORACLE AND VMWARE (80 HOURS, 4.0 CREDITS)

---

This Program introduces students to datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration

### PCS175 MICROSOFT AZURE FUNDAMENTALS (80 HOURS, 4.0 CREDITS)

---

This Program is designed for learners who are just beginning to work with Azure. This audience wants to learn about our offerings and get hands-on experience with the product. This Program primarily uses the Azure portal and command line interface to create resources and does not require scripting skills. Students in this Program will gain confidence to take other role-based Programs and certifications, such as Azure Administrator. This Program combines lecture, demonstrations, and hands-on labs.

### PCS220 AMAZON WEB SERVICES (80 HOURS, 4.0 CREDITS)

---

In this Program students develop a fundamental understanding of the AWS Cloud, independent of any specific technical role. The student will learn about AWS Cloud concepts, core AWS services, security, architecture, pricing, and support to build your AWS Cloud knowledge. This Program will also help you prepare for the AWS Certified Cloud Practitioner exam.

### PCS225 GOOGLE CLOUD ADMINISTRATION (80 HOURS, 4.0 CREDITS)

---

In this Program, you will get an overview of the GCP services available in various categories, such as compute, storage, and networking, and you will also see hands-on examples showing you how to create virtual machines and web apps using the Google Cloud Console and gcloud command-line interface.

### PCS230 STRUCTURED QUERY LANGUAGE FUNDAMENTALS (80 HOURS, 4.2 CREDITS)

---

This Program provides a comprehensive introduction to the language of relational databases: Structured Query Language (SQL). Topics covered include: Entity-Relationship modeling, the Relational Model, the SQL language: data retrieval statements, data manipulation and data definition statements.

### PCS235 MICROSOFT POWERSHELL (80 HOURS, 4.2 CREDITS)

---

In this Microsoft PowerShell Training Program, the students will learn how to use Windows PowerShell to administer and automate Windows server administration. You will also learn how to:

- Build commands to perform specific tasks
- Automate repetitive tasks using script
- Generate reports
- Manage Microsoft 365 services with PowerShell

### PCS200 PYTHON SCRIPTING (80 HOURS, 4.2 CREDITS)

---

In this Program the student will learn Includes procedural and data abstractions, program design, debugging, testing, and documentation. Covers data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object-oriented design. Laboratory exercises in Python.

### DB100 BIG DATA ANALYTICS (80 HOURS, 4.2 CREDITS)

---

This Program is to familiarize the students with most important information technologies used in manipulating, storing, and analyzing big data. We will examine the basic tools for statistical analysis, R and Python, and several machine learning algorithms.

## DEGREE PROGRAMS

**PROGRAM TITLE: RN TO BSN (BSN COMPLETION PROGRAM) (PROVISIONAL)**

1032 clock hours / 52 Weeks / 60 Credits SOC 29-1141.00

**PROGRAM DESCRIPTION**

---

The RN to BSN is a Bachelor of Science (BSN) completion program consisting of 1032 clock hours training that can be completed in twelve (12) months. The program is designed to prepare Registered Nurses with Associate Degree in Nursing, to use critical thinking, communication and decision making skills with their current nursing skills in providing quality patient care in various care delivery set-up as supervisors, educators, leaders and managers. Upon completion of the program, the student is awarded the Bachelor of Science in Nursing degree. Students with ADN will be credited a minimum of 60 credit units and must complete the 60 credit units offered at the PCC in order to be eligible for graduation with a bachelor's degree.

**PROGRAM OBJECTIVES**

---

After successfully completing this Program, the student will be able to:

1. Demonstrate effective communication with patients, family, and other members of the healthcare team.
2. Utilize critical thinking in the practice of professional nursing.
3. Utilize patient care technology in planning, implementing and evaluating interventions to achieve optimal health outcomes for patients of all ages.
4. Demonstrate understanding of healthcare policies, financial and regulatory, that impact the role of the nurse and the healthcare system.
5. Demonstrate leadership and management role in health promotion, wellness and disease prevention across diverse population.
6. Demonstrate ethical principles of professional nursing practice.
7. Demonstrate knowledge and understanding of nursing research theories, research methods and types, and their relationship to clinical evidenced-based practices.
8. Perform competently and safely in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families and communities.
9. Utilize the knowledge, skills and technologies to practice independently and collaboratively with all health professionals as an advanced beginner professional nurse.
10. Apply research findings and nursing theory in decision making.
11. 11. Apply and integrate new and related knowledge and skills learned from the clinical experience for the care of variety of patients across the life span.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Credit Hours
PCC 1	Introduction to Online Learning	60	4.0
COM101	Technical Writing	60	4.0
NU310	Leadership in Nursing Care	60	4.0
NU320	Medical Ethics in Nursing	60	4.0
NU330	Critical Thinking Concepts	60	4.0
NU340	Public Health Nursing	156	6.1
NU400	Pathophysiology	90	6.0
NU410	Nursing Assessment	90	6.0
NU415	Health and Wellness Promotion	156	6.1
NU420	Evidence-based Practice Research	90	6.0
NU430	Healthcare Policy	60	4.0
NU440	Capstone	90	6.0

**DESCRIPTION OF COURSE TITLES:**
**PCC 1 INTRODUCTION TO ONLINE LEARNING (60 HOURS, 4.0 CREDITS)**

This Program examines the online learning environment for adult learners and provides students introduction to learning theories and the challenges of learning via online in order to assist them have a successful training. The Program employs Program development techniques and technologies supporting learner progression through Program activities and assessments. Students are also expected to understand the process of creating the elements of their online Programs given the opportunity to work on the Program shells and other key elements of their online learning including producing blog entries and other available social media formats.

**COM101 TECHNICAL WRITING (60 HOURS, 4.0 CREDITS)**

This Program examines the online learning environment for adult learners and provides students introduction to learning theories and the challenges of learning via online in order to assist them have a successful training. The Program employs Program development techniques and technologies supporting learner progression through Program activities and assessments. Students are also expected to understand the process of creating the elements of their online Programs given the opportunity to work on the Program shells and other key elements of their online learning including producing blog entries and other available social media formats.

### NU310 LEADERSHIP IN NURSING CARE (60 HOURS, 4.0 CREDITS)

---

This Program introduces technical writing as it prepares nurses to design effective technical documents for both written and digital media, with particular emphasis upon technical memos, problem-solving and decision-making reports, and organizational, product-support, and technical information webs. The Program intends to improve student information literacy and academic writing competencies to communicate new research and evidence. It includes review of writing skills such as grammar, mechanics, paragraphs, sentence structures, synthesizing information, APA formats and citations. It also includes exposure to other learning technologies for a blended learning environment. The Program ensures that students develop effective writing and technology skills for the workplace expected of a student with a bachelor's degree.

### NU320 MEDICAL ETHICS IN NURSING (60 HOURS, 4.0 CREDITS)

---

This Program covers the ethical and legal considerations in making decisions while in clinical practice. The Program focuses on the role of nurses as members and managers of the nursing profession and understanding of the ethical and legal implications of health care and analyze the unique legal aspects encountered in the provision of health services. Topics include the concepts of access, affordability, health care interventions and human rights are interfaced with legal and ethical issues challenging the provision of health care services while examining the overlapping domains of ethics and medical law along through case studies and discussion of ethical and legal considerations that nurses will be able to make decisions.

### NU330 CRITICAL THINKING CONCEPTS (60 HOURS, 4.0 CREDITS)

---

This Program provides the students skills in facing the legal, educational and professional challenges of the nursing profession in different specialties. It is designed to build nurses' critical thinking characteristics, such as creativity, patience and confidence as they seek out learning experiences and experiential knowledge to build their intellectual skills as well as their interpersonal skills and competencies. Focus is given to developing caring attitudes of nursing students while applying critical thinking strategies specific to problem solving related to human response patterns and mode of thinking to improve quality of nurse's thinking by imposing intellectual standards.

### NU340 PUBLIC HEALTH NURSING (156 HOURS, 6.1 CREDITS)

---

This Program provides the theoretical framework of public health principles and the impact of sociopolitical status and other factors as they relate to the health of the population. The concepts of community health nursing with emphasis on epidemiological concepts about nursing with individuals, families, groups and communities. Issues that apply to community health nursing are examined. The Program includes a practice experience of which are geared toward addressing a public health issue in the community

#### NU400 PATHOPHYSIOLOGY (90 HOURS, 6.0 CREDITS)

---

This Program explores the development of knowledge of the complex pathophysiological, including genetic, bases of selected common health conditions of an acute and chronic nature as presented in primary care by patients across the lifespan. It includes comprehensive knowledge of symptomatology that may be manifested and the current pharmacological interventions as applied to these health conditions, including evaluation of potential and expected clinical outcomes, and symptom management, and remission.

#### NU410 NURSING ASSESSMENT (90 HOURS, 6.0 CREDITS)

---

This Program teaches the nursing professionals the concepts, principles knowledge and skills to prepare a complete health assessment for patients in any age group. In depth study of interviewing, history taking and physical assessment and effective communication with patient and other healthcare professionals involve in patient care such as in preparing nursing care plans. This Program prepares students to synthesize comprehensive health assessment through reading and processing a range of media covering topics including the lifespan, special groups, and body systems. Activities progress through assessments of various systems to a full assessment of an individual.

#### NU415 HEALTH AND WELLNESS PROMOTION (156 HOURS, 6.1 CREDITS)

---

This Program emphasizes the concepts of health, health promotion and diseases prevention and other factors that impact a healthy society, including vulnerable populations across the lifespan, and how these factors contribute to optimal health or premature illness. This Program includes the concepts of chronic care, risk reduction, vaccinations, health promotion, and patient teaching while exploring professional nursing interventions and standards to promote the health of individuals, families, and groups in a variety of settings. The Program includes a practice experience of which are geared toward addressing a health issue in the community.

#### NU420 EVIDENCE-BASED PRACTICE RESEARCH (90 HOURS, 6.0 CREDITS)

---

This Program is designed to assist the nurses acquire the knowledge needed to engage in an evidence-based practice (EBP) that includes knowledge about research methods and how to incorporate research evidence into practice.

Lessons are designed to develop quantitative nursing research proposal and to critically evaluate research evidence with an overall goal to improve quality of care in clinical practice. In addition, the Program incorporates topics on the emergence of health informatics, data standards and design, basic research methodologies and statistical concepts applied within the framework of evidence-based professional practice.



#### NU430 HEALTHCARE POLICY (60 HOURS, 4.0 CREDITS)

---

This Program focuses on global, national, and state health policies that impact the research, design, financing, regulation, and delivery of health care at population and local levels for the professional nurse. Development of skills in identifying, proposing, advocating, including collaboration with multiple, relevant stakeholders, for key legislative initiatives impacting the development of health policy and health outcomes is emphasized. The Program is designed to present students with opportunities to acquire knowledge about health policy and the relationship between policy and health-related outcomes.

#### NU440 CAPSTONE (90 HOURS, 6.0 CREDITS)

---

This Program is the last of the core Programs in the program. Student will be able to demonstrate the impact of their skills competencies and the knowledge learned in the program.

**PROGRAM TITLE: SYSTEMS ADMINISTRATOR (ASSOCIATE OF ARTS) (PROVISIONAL)**

1200 clock hours / 85 Weeks / 68 Credits SOC: 15-1242.00

**PROGRAM DESCRIPTION**

---

The System Administrator program is an Associate of Arts degree designed to teach students about hardware assembly, operating systems installation, user management, back-up methodologies, registries and system files and security, hardware, planning, installation, resource management, command control, domains, file and sharing, system visualization, planning and records management. Students are provided with general education Programs.

The AA Systems Administrator is 1200 clock hours training in Blended format. Classroom theory hours are taught in both synchronous and asynchronous learning. Students completing the Program will be awarded an Associate degree.

**PROGRAM OBJECTIVES**

---

After successfully completing this Program, the student will be able to:

1. Apply the principles and practice of system administration.
2. Perform the installation of Windows and configure the server environment.
3. Perform planning, installing and troubleshooting a Local Area Network, connecting it to a Wide Area Network.
4. Perform user accounts management and implement security groups.
5. Configure management of data storage.
6. Perform configuration, management, and troubleshooting of folders, files and printing resources.
7. Maintain a collection of devices using remote management tools in both centralized locations and across de- centralized organizations.
8. Produce written documentation of system problems, solutions, processes, and procedures.
9. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
10. Perform network services installation and management.
11. Produce written documentation of system problems, solutions, processes, and procedures.
12. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
13. Demonstrate proficiency in IT language.
14. Demonstrate effective communication, professional behavior and proper customer service.

**PROGRAM OUTLINE**

Course	Course Title	Clock Hours	Total Credits
PCS100	System Administration Technical Foundations	75	4.0
PCS120	Principles of Computer Hardware & Operating	75	4.0
PCS130	Systems Principles of Network Fundamentals	75	4.0
PCS140	Principles of Cyber Security	75	4.0
PCS150	Fundamentals of Linux/Unix	75	4.0
PCS155	Server Linux System Administration	75	4.0
PCS175	Microsoft Azure Fundamentals	75	4.0
PCS220	Amazon Web Services	75	4.0
PCS230	Structured Query Language Fundamentals	75	4.0
PCS235	Microsoft PowerShell	75	4.0
PCS200	Python Scripting	75	4.0
PCS200	Principle of Kali Linux	75	4.0
COM101	Technical Writing	60	4.0
COM102	IT English Composition	60	4.0
MAT101	Mathematics for Information Technology	60	4.0
LMT101	Mentoring and Leadership in the technology	60	4.0
CPU1101	Basic Word Processing and Spreadsheets	60	4.0

**DESCRIPTION OF COURSE TITLES:**
**PCS100 SYSTEM ADMINISTRATION TECHNICAL FOUNDATIONS (75 HOURS, 4.0 CREDITS)**

This Program provides students with the fundamental technologies needed to administer a computer operating system. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments.

**PCS120 PRINCIPLES OF COMPUTER HARDWARE & OPERATING SYSTEMS (75 HOURS, 4.0 CREDITS)**

This Program prepares individuals to pass the CompTIA A+ certification which is the IT industry's most popular and recognized entry-level certification. This certification covers topics such as building, fixing and troubleshooting computers and simple networking concepts. This Program will prepare students for the A+ exam. We use a large variety of labs and lectures to ensure students are ready for the exam

**PCS130 PRINCIPLES OF NETWORK FUNDAMENTALS (75 HOURS, 4.0 CREDITS)**

The Network Security program focuses on the technological and operational aspects of information warfare including cyber-attack and cyber defense. Includes instruction in computer and network security cryptography computer forensics systems security engineering software applications threat and vulnerability assessment wireless networks and satellite communications tactical and strategic planning legal and ethical issues and cyber warfare systems development and acquisition

#### PCS140 PRINCIPLES OF CYBER SECURITY (75 HOURS, 4.0 CREDITS)

---

This Program introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

#### PCS150 FUNDAMENTALS OF LINUX/UNIX (75 HOURS, 4.0 CREDITS)

---

The Program covers such topics as the Linux/UNIX file system, commands, utilities, text editing, shell programming and text processing utilities. Students learn command line syntax and features of the popular Linux/UNIX shells, including filename generation, redirection, pipes and quoting mechanisms.

#### PCS155 SERVER LINUX SYSTEM Administration (75 HOURS, 4.0 CREDITS)

---

This Program introduces students to datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration

#### PCS175 MICROSOFT AZURE FUNDAMENTALS (75 HOURS, 4.0 CREDITS)

---

This Program is designed for learners who are just beginning to work with Azure. This audience wants to learn about our offerings and get hands-on experience with the product. This Program primarily uses the Azure portal and command line interface to create resources and does not require scripting skills.

Students in this Program will gain confidence to take other role-based Programs and certifications, such as Azure Administrator. This Program combines lecture, demonstrations, and hands-on labs

#### PCS220 AMAZON WEB SERVICES (75 HOURS, 4.0 CREDITS)

---

In this Program students develop a fundamental understanding of the AWS Cloud, independent of any specific technical role. The student will learn about AWS Cloud concepts, core AWS services, security, architecture, pricing, and support to build your AWS Cloud knowledge. This Program will also help you prepare for the AWS Certified Cloud Practitioner exam.

### PCS230 STRUCTURED QUERY LANGUAGE FUNDAMENTALS (75 HOURS, 4.0 CREDITS)

---

This Program provides a comprehensive introduction to the language of relational databases: Structured Query Language (SQL). Topics covered include: Entity-Relationship modeling, the Relational Model, the SQL language: data retrieval statements, data manipulation and data definition statements.

### PCS235 MICROSOFT POWERSHELL (75 HOURS, 4.0 CREDITS)

---

In this Microsoft PowerShell Training Program, the students will learn how to use Windows PowerShell to administer and automate Windows server administration. You will also learn how to:

- Build commands to perform specific tasks
- Automate repetitive tasks using script
- Generate reports
- Manage Microsoft 365 services with PowerShell

### PCS200 PYTHON SCRIPTING (75 HOURS, 4.0 CREDITS)

---

In this Program the student will learn Includes procedural and data abstractions, program design, debugging, testing, and documentation. Covers data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object-oriented design. Laboratory exercises in Python.

### PCS200 PRINCIPLE OF KALI LINUX (75 HOURS, 4.0 CREDITS)

---

This Program starts with the introduction, followed by the required software installations. You will learn about network and web scanning, deep scanning, deep scanning phases, hacking systems, different attacks and malwares. Students will also learn about Hijacking, Hacking Servers, Hacking Websites and SQL Injection.

### COM101 TECHNICAL WRITING (60 HOURS, 4.0 CREDITS)

---

Technical Writing prepares students to design effective technical documents for both written and digital media, with particular emphasis upon technical memos, problem-solving and decision-making reports, and organizational, product- support, and technical-information webs.

### COM102 IT ENGLISH COMPOSITION (60 HOURS, 4.0 CREDITS)

---

This Program introduces students to the English language structures and grammar, reading, listening, speaking, and writing. These important language areas are covered through standard introductory IT topics such as computer architecture, operating systems, applications programs, networks, the Internet, the future of Information Technology.

### MAT101 MATHEMATICS FOR INFORMATION TECHNOLOGY (60 HOURS, 4.0 CREDITS)

---

This Program provides students with an introduction to a number of areas of discrete mathematics. Areas of application include: computer logic, analysis of algorithms, telecommunications, gambling and public key cryptography. In addition, it introduces a number of fundamental concepts which are useful in Statistics, Computer Science and further studies in Mathematics.

### LMT101 MENTORING AND LEADERSHIP IN THE TECHNOLOGY WORKPLACE (60 HOURS, 4.0 CREDITS)

---

The Program objective is to provide the student with an overview of mentoring and leadership skills by discussing relationships, communication, goals and growth as they relate to Information Technology.

### CPU1101 BASIC WORD PROCESSING AND SPREADSHEETS (60 HOURS, 4.0 CREDITS)

---

The purpose of this Program is to teach students to identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents.

## ADMISSIONS INFORMATION

### GENERAL ADMISSION REQUIREMENTS

The school will accept applicants for admission once the applicants complete the entire admissions process as listed below on or before the first day of class for all programs.

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program and career objectives.
2. Applicants must be at least 18 years old and submit a government issued identification card or driver's license and social security card. Applicants that are under 18 years of age must have a High School Diploma or its equivalent and must be accompany by their parent(s) or legal guardian(s) in order to complete the Admissions process.
3. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma.

Applicants for degree programs must pass the Scholastic Level Test (SLE) with the score of 21.

For RN to BSN Completion Program: Applicants must provide copy of their Associate Degree in Nursing Diploma and Transcript of Records. Students can transfer a minimum of 60 credits equivalent to their ADN. All foreign academic transcripts must be evaluated by an accredited transcript agency.

4. Complete an Enrollment Agreement.
5. **CERTIFICATE PROGRAMS:** Must pass the school's assessment if applicants do not have high school diploma or GED.
6. **DIPLOMA PROGRAMS:** Must have a High School diploma or a GED.
7. Associate degree program: Must have a High School diploma or GED and pass the Scholastic Level Test (SLE) with a score of 21.
8. **BACHELOR'S DEGREE:** Must have Associate Degree in Nursing (ADN) and active RN License.

### CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college (within the past 1 year), may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment, and they pass the institutions examination and skill testing for those subjects (if required). Appropriate credit will only be given once it has been determined that all the aforementioned have

been completed by the prospective student. This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college Program work and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

All students being admitted to Prestige Career College shall possess a high school diploma, GED certificate or its equivalent. Students who do not possess either a high school diploma, GED certificate or its equivalent or show any proof of completing secondary education must pass the college' entrance assessment.

## SPECIAL ACCOMMODATIONS

Handicapped prospective students are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels. Students with special needs should make arrangements to meet with the designated school official and/or student services to inspect facilities and review requirements. The institution does not admit non-immigrant foreign students and does not provide visa services.

## ORIENTATION

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. Orientation may be conducted on-campus or virtual.

## TEACHER / STUDENT RATIO

### CNA

---

Clinical ratio of students to instructor does not exceed 15:1.

### MA

---

Laboratory ratio of students to instructor does not exceed 20:1.

## DISTANCE EDUCATION

---

Distance education course ratio of students to faculty does not exceed 25:1.



## DMS

---

Faculty numbers and ratios support the goals of the program. Active scanning students-to-instructor ratio in the laboratory normally does not exceed 10:1. Deviations from this ratio are assessed in terms of their effectiveness.

## RESIDENTIAL

---

The teacher to student ratio for CNA residential program is 30 students per instructor for lecture

## LANGUAGE PROFICIENCY

To demonstrate language proficiency, students applying for:

1. Certificate programs: Must pass the school's assessment if applicants do not have high school diploma or GED.
2. Diploma programs: Must have a High School diploma or a GED.
3. Associate degree program: Must have a High School diploma or GED and pass the Scholastic Level Test (SLE) with a score of 21.
4. Bachelor's degree: Must have Associate Degree in Nursing (ADN).

## NON-DISCRIMINATION CLAUSE

The School Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant or employee shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The school complies with the Title XI of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

## ACADEMIC POLICIES

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory academic progress is necessary to become a Prestige Career College graduate. The following applies to all students enrolled at PCC:

- Maximum time frame is the maximum amount of time that a student is permitted to work towards a certificate/diploma/degree. This period is equal to 1.5 times the standard program length. The maximum time frame is based on the length of the program measured in clock or credit hours.
- Students not completing within the maximum time frame will not graduate from their program but only receive an acknowledgement of completion of the required hours.
- Students to meet Satisfactory Academic Progress (SAP) must have a minimum of 80 % attendance (quantitative) for clock/credit hour program and must have earned at least 70% (2.0) cumulative point average (qualitative) at each evaluation period.
- Satisfactory Academic Progress (SAP) is measured in increments of 25%, 50%, 75%, 100% for the diploma or degree program measured in clock or credit hours.
- Satisfactory Academic Programs (SAP) is measured at 50% of the program clock or credit hours for certificate programs, except Nurse Assistant training.
- Due to the completion requirements of the Nurse Assistant training which requires 100% completion of entire program, student must complete 100% of hours for theory and maintain 70% CGPA in order continue with clinical experience. Upon participation in clinical rotation, students must complete 100% of the hours and demonstrate satisfactory competency in all skill sets required in order to graduate from the program.
- Failure to meet Satisfactory Academic Standards at an evaluation point will result in the student being placed on “Warning”. If at the end of the warning period, the student meets both quantitative and qualitative requirements, student will be re-instated to Satisfactory Academic Progress.
- Failure to meet satisfactory academic progress requirements during the “Warning” period will result in the student being placed on “Probation”.
- Failure to meet the Satisfactory Academic Progress requirements during the “Probation” period will result in the student being terminated.
- For Course Repetitions, see Repeat Policy.
- For Withdrawals and Incomplete, see Withdrawals and Incomplete Policy.
- For being on warning, see Warning Section.
- For being on probation, see Probation Section.
- For Readmission, see Readmission Section.

## WARNING POLICY

- All students are required to make academic progress toward their educational goals.

- Warning status is assigned without an appeal or other action by the student. If at the end of the Warning Period, the student meets both the quantitative and qualitative requirements, they will re-establish Satisfactory Academic Progress.
- If at the end of the Warning Period, the student has not met both the quantitative and qualitative requirements, the student will be placed on probation for the next period .

## PROBATION POLICY

PCC maintains a Probation Policy. Probation will occur if a student's CGPA falls below 70% or 2.0, or attendance falls below 80% at the established incremental evaluation points. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on probation. By the end of the probationary period. Students are expected to maintain a CGPA of at least 2.0 (70%) in order to remain in good academic standing.

If the student meets the minimum quantitative and qualitative requirements by the end of the probationary period, satisfactory progress will be re-established. If a student does not meet the CGPA minimum within the next consecutive evaluation period, the student's enrollment will be terminated.

## APPEAL POLICY

- Any student who is placed on probation and / or terminated for failure to maintain satisfactory progress or failure to complete the terms of probation may appeal the decision.
- All appeals and / or requests for readmission must be made in writing to the Appeals Committee within 15 days of the student being notified of his / her probation or termination
- The appeal or request for readmission must document that the conditions resulting in the probation status or termination have been rectified. Readmission is not guaranteed, and the decision of the Appeals Committee is final.
- A student will be notified in writing of the Committee's decision within 15 days of the college's receipt of the appeal or request for readmission.

## REPEAT POLICY

Students may repeat a course as required by PCC due to academic or other reasons. A student may repeat at the discretion of the Director of Education. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and count toward the CGPA. All previous attempted credits will be listed as "R". Students who fail a required course three times will be terminated from the program. Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financing. Students may repeat one course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per credit / hour charges.

## WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in termination from the program. Students who do not complete the course requirements by the last scheduled day of the course will receive a grade of

I. This will not affect the CGPA until it is converted to a final grade. The incomplete grade will be conferred to an “F” if the requirements are not met within ten calendar days of the last scheduled day of instruction for the course.

## RE-ADMISSION REQUIREMENTS

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department. A student who withdrew or dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a ‘reenter’ status. Any student who withdrew or dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a ‘reenroll’ status and may be eligible for transfer credit from previous enrollment. Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5 year period may be denied if major curriculum changes occurred). Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to 6 months depending on the circumstance surrounding the withdrawal or dismissal and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous courses will apply. Students submitting a re-enrollment letter to the Re-Admission Committee will be notified in writing of the Committee’s decision within 15 days of receipt of the written request for readmission. The decision of the Committee is final, Readmission will be allowed on a “space available” basis only.

## GRADING SYSTEM

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I	0.0	Incomplete
	W	0.0	Withdrawal

### CLINICAL/EXTERNSHIP GRADING:

Rating	Description
Pass/Fail	These grades are given for Externship and are not counted in the CGPA.
Satisfactory/Unsatisfactory	These grades are given for Clinical Experience and are not counted in the CGPA.

### GRADUATION REQUIREMENTS

To graduate from a program, the student must have completed all clock hours for the program, and passed or achieved a 70% CGPA and 80% of school attendance.

Non-degree programs: Students who successfully complete their programs will receive either a Diploma or Certificate of Completion.

Degree programs: Students who successfully complete their programs will receive their degrees.

Certification: Students in the CNA & HHA program will be eligible to test for certification. Students are scheduled by the Program Director.

### ATTENDANCE POLICY

The school expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. To meet attendance requirements and successfully graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. If a student expects to be absent or late, they must notify the college by contacting the instructor in advance or the registrar. Attendance is monitored in every class period. A student who fails to attend for fourteen (14) consecutive calendar days will be terminated from the program. This policy is applicable for online classes.

### TARDINESS

The institution places the same demands on its students as an employer would on their employees. Students are expected to be on time for each class session. A student is considered tardy for class if they arrive later than 15 minutes after the scheduled start of class. Excessive tardiness may result in disciplinary actions, including but not limited to probation, suspension, or dismissal.

### LEAVING EARLY

The institution places the same demands on its students as an employer would on their employees. Students are expected to remain in class for the entire session. A student is considered to be leaving early from class if they depart earlier than 15 minutes prior to the close of class. Students leaving early from class will be documented. Excessive early departures may result in disciplinary actions, including but not limited to probation, suspension, or dismissal.

#### PROBATION, SUSPENSION AND DISMISSAL

A student who does not meet academic or attendance or conduct requirements may face probation, suspension or dismissal. If a student does not maintain satisfactory academic progress, the student will be placed on probation with provisions until the next evaluation point. If there is no improvement and a student does not meet the provisions of the probation, then the student will face termination from the program. A student that does not maintain satisfactory attendance during a Program will be placed on probation for a period of thirty (30) days during which time the student must maintain satisfactory attendance. Students who violate school policies on student conduct may face suspension and may not be allowed in the school premises, and advised when to return to the campus. Students cannot appeal suspension and probation. Students who face dismissal may seek an appeal with the School Director for continuance of enrollment or permit the student to continue with or without additional probationary requirements.

#### EXTERNSHIP

Students enrolled in Programs with externship must complete the established hours of externship to successfully complete the program. The school's Attendance Policy applies to students in externship.

#### MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Program Instructor.

Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the Program/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the Program.

## ONLINE LEARNING

PCC offers the Blended and the Online (synchronous and asynchronous) learning. Blended utilizes Zoom meetings to deliver lectures and facilitate student engagement. While on Zoom, instructor and students utilize the Canvas as a learning tool where Program content and other instructional materials can be found. The skills component for the Blended are done in the school's skills laboratory

The clock hours spent for synchronous and asynchronous learning vary from program to program. For the asynchronous portion, students will have to utilize the Canvas for their learning. During these days, instructors will be available for consult during the faculty office hours, via email, text, telephone calls or discussion boards when applicable.

## LEAVE OF ABSENCE

If a Leave of Absence (LOA) is needed, a student must submit in writing to the Campus President, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the school's approval. Duration of the LOA must not exceed 180 days. Students not returning on the date specified in the LOA will be dropped from the program.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Prestige Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate, diploma or degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate, diploma or degree that you earn at this institution are not accepted at the institution to which to seek to transfer, you may be required to repeat some or all of your Program work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Prestige Career College to determine if your certificate, diploma or degree will transfer."

## RE-ENROLLMENT AND TRANSFERABILITY OF CREDITS POLICY

Any student who re-enrolls to the same program after 180 days (based on prior enrollment's last day of attendance), re-enrolls to a new program, or transfers in **MUST SIGN A NEW ENROLLMENT AGREEMENT** at current tuition rates. The student re-enrolling will be credited for any tuition, books, and/or supplies previously received by the school. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file.

Re-enrolling students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Transfer students must provide a transcript of their studies.

## ARTICULATION AGREEMENT

---

Prestige Career College has not entered into any articulation agreement with any college or university.

## ADVANCED PLACEMENT OR EXPERIENTIAL LEARNING

Prestige Career College does not award academic credit for advanced placement testing or experiential learning,

## POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. PCC reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. PCC further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

## STUDENT APPEAL PROCESS

Students whose training programs are terminated by the PCC have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance.

## CREDIT HOUR DEFINITION

A clock hour is a class period of 50 to 60 minutes of instruction. A semester credit hour is the equivalent of a minimum of fifteen (15) class hours of instruction, including appropriate homework and study. Laboratory courses have both practice work and classroom instruction; therefore, these courses require thirty (30) hours of instruction for one semester credit. Externship/Clinical Experience courses require a minimum of forty-five (45) hours for one semester credit.



**STUDENT FINANCING CURRENT TUITION AND FEES**

Program	Total Tuition	Tuition 1st period	Tuition 2nd period	Tuition 3rd period	Tuition 4th period	Registration Fee	STRF1 Non-Refundable	Books/Supplies	Licensing/Life Scan Certification	Total Cost
Nurse Assistant	\$2,400.00	\$2,400.00	0	0	0	\$75.00	\$0.00	\$662.00	\$195.00	\$3,332.00
Computer Hardware & Software	\$2,200.00	\$2,200.00	0	0	0	\$75.00	\$0.00	\$607.00	\$0.00	\$2,882.00
Cyber Security Specialist	\$4,800.00	\$2,400.00	\$2,400.00	0	0	\$75.00	\$0.00	\$612.50	\$0.00	\$5,487.50
Central Service Technician	\$10,246.00	\$3,643.00	\$4,553.00	\$2,050.00	0	\$75.00	\$0.00	\$679.00	\$0.00	\$11,000.00
Diagnostic Medical Sonography	\$25,358.00	\$5,583.00	\$5,583.00	\$6,281.00	\$7,911.00	\$75.00	\$0.00	\$1,562.50	\$0.00	\$27,000.00
Echocardiography	\$25,358.00	\$5,583.00	\$5,583.00	\$6,281.00	\$7,911.00	\$75.00	\$0.00	\$1,562.50	\$0.00	\$27,000.00
Medical Assistant	\$10,246.00	\$3,643.00	\$3,463.00	\$2,550.00	0	\$75.00	\$0.00	\$679.00	\$0.00	\$11,000.00
Systems Administrator (Diploma)	\$10,300.00	\$5,150.00	\$5,150.00	0	0	\$75.00	\$0.00	\$625.00	\$0.00	\$11,000.00
RN to BSN Completion (Provisional)	\$11,297.50	\$2,824.38	\$2,824.38	\$2,824.38	\$2,824.36	\$75.00	\$0.00	\$627.50	\$0.00	\$12,000.00
Systems Administrator (AA) (Provisional)	\$17,282.50	\$4,320.63	\$4,320.63	\$4,320.63	\$4,320.61	\$75.00	\$0.00	\$642.50	\$0.00	\$18,000.00

[1] Student Tuition Recovery Fund (STRF) assessment rate will be \$0.

**FINANCIAL AID DISCLOSURE**

Prestige Career College is not an accredited institution and does not participate in federal financial aid programs. There are different financing options available to students such as inhouse installment payment or third-party financing companies. Some of PCC Programs are eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA).

The degree programs offered by PCC are not accredited by an accrediting agency recognized by the United States Department of Education, the degree programs offered are not eligible to sit for the applicable for licensure exam in California or other states; they are not recognized by some employment positions including but not limited to, positions with the State of California; and the student is not eligible for federal financial aid programs.

Students who have made financial arrangements with the school must pay according to the contract schedules.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## CANCELLATION, WITHDRAWAL, AND REFUND POLICY

### CANCELLATION

---

#### STUDENT'S RIGHT TO CANCEL

---

1. Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop the school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.
2. Student Tuition Recovery Fund Fee: This is a Non-Refundable fee of \$2.50 for every \$1,000 rounded to the nearest \$1,000 (included in tuition amount)
3. Cancellation may occur when the student verbally informs or provides a written notice of cancellation to the school's address.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

#### NOTICE OF PROGRAM CANCELLATION

---

Prestige Career College reserves the right to cancel any program prior to start date due to force majeure, encompassing unforeseeable events like natural disasters, pandemics, or other significant

disruptions beyond the school's control. Additionally, if circumstances arise that make it impractical or impossible to conduct classes normally, or if the number of enrolled students drops below the minimum threshold within the first five days of the scheduled class period, the college may cancel classes. In these instances, students will receive a full refund.

#### REFUND POLICY /WITHDRAWAL FROM THE PROGRAM

---

Students may withdraw from Prestige Career College at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: 1. The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. 2. PCC terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. 3. The student has failed to attend class for 14 consecutive school days without notifying the school of their intent to continue.

Failure to return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

#### STUDENT TUITION RECOVERY FUND (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and

you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento CA 95834, (916) 5748900 or (888) 3707589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

## OFFICE OF STUDENT ASSISTANCE AND RELIEF

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting [osar.bppe.ca.gov](https://osar.bppe.ca.gov).

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT PRIVACY RIGHTS

The school is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of “tax dependent” students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of “tax dependent” students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or 8) government agency requirement.

### GRIEVANCE PROCEDURE

Prestige Career College is committed to providing students with the learning environment needed to achieve their educational goals.

At times, miscommunications or challenges in understanding school policies may arise among student, faculty or administration. In such cases, specific departments will address specific student needs, and the student will receive a response from a school staff member either in the form of a letter or a phone call or to schedule an appointment to discuss/resolve the issue, whenever possible, within seven (7) work days after receiving the complaint.

In some cases, students may submit their written complaints to the School Director. Students will receive a written response in seven (7) days.

A student or any member of the public may also file a complaint about this institution with the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)

Physical Address: Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

### POLICY ON PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The school assumes no liability for any loss or damage. Clothing and other items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## DRESS CODE POLICY

Proper dress attire and good hygiene are required of all students at all times during their training, both on campus and online, at skills lab facilities and at externship sites. Students enrolled in healthcare programs must be present wearing a clean, neat and fitted uniform and comfortable, skid resistant shoes at all times while attending the program. The school reserves the right to send a student home to change attire if it is unacceptable under the Dress Code policy.

## STUDENT CONDUCT

Students are expected to conduct themselves professionally, that is courteous, conscientious, and generally in a businesslike manner, when on campus. Students are advised that conduct that is disruptive in the classroom or on the premises, to other students, classes, and faculty or staff members will not be accepted. Conduct unbecoming includes, but is not limited to the following:

1. Non-conformity with the school's regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on school premises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
12. Discourteous behavior to instructors, staff or fellow students
13. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities.
14. Smoking, food or drinks in the classrooms
15. Electronic equipment, such as radios, recorders, headsets, cell phones or other similar devices

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

## ONLINE ETIQUETTE

1. Be kind and professional

2. Don't abuse the chat box
3. Run a spelling and grammar check before posting
4. Take some time to read 5. Think before you type
5. Use proper language.
6. Be aware of strong language, all caps, and exclamation points.
7. Recognize and respect diversity. Email your instructor privately for more information.
8. Avoid sarcasm and dark humor.
9. Take your posts seriously.
10. Be respectful. Never say online what you wouldn't say in real life to another person's face.
11. A discussion board is not the venue to complain.
12. Don't post or share (even privately) inappropriate material.

## FRATERNIZATION POLICY

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College. Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to Program work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior. If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus President and/or the Answer Program immediately.

## HEALTH/ MEDICAL CARE

Students must take proper care of their health so that they can perform their best in school. Taking proper care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease are required to notify the School immediately and should stay home and recover. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance. Students should see Career Services for referral information to the proper medical facility or services.

## RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years, as required by law, from the date the student graduates, withdraws or otherwise ceases to be enrolled. Transcripts are maintained permanently and are available for all enrolled and graduated students and are available upon written request.

## STUDENT SERVICES

### CAREER SERVICES

Career Services will provides student support services including externship, student advisement, career preparedness and job placement.

### PLACEMENT

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. The School encourages students to maintain satisfactory attendance, conduct, and academic progress. These traits are favorably viewed by prospective employers. While the School cannot guarantee employment, every attempt is made to assist them in job placement. All graduating students participate in the following job preparation activities:

Preparation of resumes and letters of introduction an important step in a well- planned job search. Interviewing techniques: Students practice proper conduct and procedures for interviews.

### RESPONSE TIME

Students who are in online and Blended programs interact with the instructor via Canvas, email or telephone. The school has 24-48 hours response times for student inquiries and advisement. The school has five (5) working days for the mailing of its response/s or evaluation after receipt of students' projects or assignments.

### COUNSELING / REFERRAL SERVICES



Student Services provides academic advisement and referral information for various professional services. Students will be referred to counselors or agencies outside SCHOOL. Students are encouraged to contact these agencies.

## HOUSING

The institution has no responsibility to find or assist a student in finding housing, does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near our campuses. Per the California Student Aid Commission statistics for 2019-2020, average housing costs are \$1,145.00 per month.

## STUDENT RESOURCE CENTER / LIBRARY

PCC has on-campus Learning Resources which offers computers, printers, copies of textbooks for all approved programs, reference materials and periodicals for student's use. Learning resources are also electronically provided via Library Information Resources Network (LIRN) with librarians accessible to students. LIRN is a complete library resource with robust subscription from various educational vendors. Students have access to several online resources such as [Openlibrary.org](https://openlibrary.org), [overdrive.com](https://overdrive.com), googlebooks, open textbook library and Pressbooks.directory.

Students are provided access to online resources through login User ID and password given to them during orientation. For the use of on-campus resources such as computers, printers, copies of textbooks and other reference materials, students have to present their student ID badge to the Student Support Services Office who grants access of their use. On campus resource center is available to students from 8:00am to 6:00pm.

## COPYRIGHT INFRINGEMENT AND NETWORK/COMPUTER USE POLICY

**COPYRIGHT INFRINGEMENT** is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

## CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. Students violating this rule will be subject to immediate termination.

**ADMINISTRATION**

- President – Ali Bayrami
- Campus Director – Rick Prieto
- Director of Education – Pete Limon
- Director of Compliance– Bessie Paragas- Valmores
- Business Office Administrator- Martha Hernandez
- Director of Admissions- Andrew Martinez
- Director of Career Services – Ingrid Mejia
- Registrar – Erika Brizuela
- Marketing Representative – Patty Anais
- Placement Coordinator – Vanessa Duarte
- Student Services- Rose Garcia
- Admissions Representative – Art Garcia
- Administrative Assistant – Ben Carillo
- Pomona Campus Administrator - Tanya Tijerina
- Van Nuys Campus Director – Ali Bayrami

**FACULTY****PETE LIMON, DCS, MBA, MS INFO SYS, MS SOFTWARE ENGR, BA SPORTS SCIENCE**

Graduate in Doctor in Computer Science, Masters in Business Administration, MS information Systems, MS Software Engineering, BA Sports Science. 10 years experience in teaching on-ground and online. Certifications in Microsoft, Cisco, CompTIA. 6 years experience operating a shipping and receiving company including special driving and commercial trucks, trailers and tankers, passenger and hazardous materials endorsements.

**MELITON PRUDENCIO, BSN**

Graduate in Bachelor of Science in Nursing, 30 years experience in Nursing. 7 years experience as Program Director for Nurse Assistant and Home Health Aide Training Programs, 9 years experience as Vocational Nursing Instructor.

**BESSIE PARAGAS VALMORES, BSMT, BS PSYCH, MAM**

20 years experience in technical and career education as School Director/President, Education Director and Compliance Officer; 10 years work experience in healthcare. Instructor in allied health and business programs. Proficient in Online learning. Holds bachelors degrees in Medical Technology and Psychology, and Masters degree.

**MATTHEW ALLEN: GLENDALE CAREER COLLEGE – CENTRAL SERVICE TECHNICIAN INSTRUCTOR**

Matthew Allen, Glendale Career College, a Central Service Technician Instructor brings over 8 years of extensive experience in sterile processing across various hospitals along the West Coast. Throughout his career he has honed his skills as a lead technician and department manager. Beyond his professional role, Allen served in the US Navy where he refined his leadership abilities and sense of discipline. He is a Certified Registered Central Service Technician from the Healthcare Sterile Processing Association (HSPA). He holds a diploma in Central Service Technician from the Glendale Career College

#### CHRISTOPHER CASTILLO: AMERICAN CAREER COLLEGE – CERTIFIED NURSE ASSISTANT INSTRUCTOR

Chris Castillo, LVN, MA Graduate of Vocational Nursing Program and Medical Assistant Program. 5 years experience as an LVN in outpatient, long term care facilities. 5 years experience as a Medical Assistant Vent/Trache certified, experience in multiple E HR including LA county power chart, EPIC, Touch Work. Bilingual. Holds a DSD Certificate. He is a graduate Vocational Nursing from the American Career College.

#### MARIA VALENZUELA: SUMMIT CAREER COLLEGE – CERTIFIED NURSE ASSISTANT INSTRUCTOR

Maria Valenzuela, LVN A licensed medical coordinator. Worked in foster care agencies, home health care agencies, acute hospitals and long term care facilities. Over 15 years as a licensed nurse. Holds DSD Certificate. She is a graduate in Vocational Nursing from Summit Career College.

#### CHYDELLE MOKUAHI: REMINGTON COLLEGE – MEDICAL ASSISTANT INSTRUCTOR

Chydelle Mokuahi, Medical Assistant Instructor has over 15 years of experience as a medical assistant in various medical clinics in the country. She holds an Associate Degree in Applied Science in Clinical Medical Assistant. She is a Certified Nurse Assistant (CNA ) and a Certified Medical Assistant. She completed her Associate degree in Medical Assistant from the Remington College.

#### CELIA PADILLA: NORTH ORANGE REGIONAL OCCUPATIONAL PROGRAM – CERTIFIED NURSE ASSISTANT INSTRUCTOR

Celia Padilla, LVN Over 17 professional experiences as a licensed nurse in various clinical settings: subacute and long- term care. She also has extensive experience in home healthcare. She is a graduate in Associate of Arts in Education and Vocational Nursing from the North Orange Regional Occupational Program. She holds a DSD certificate.

#### TONI PORTILLO: NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM – CERTIFIED NURSE ASSISTANT INSTRUCTOR

Toni Portillo, LVN Almost 15 years as a Vocational Nurse. She has worked in several home care agencies through the years. She holds a DSD Certificate. She is a graduate in Vocational Nursing from the North Orange County Regional Occupational Program.

**ELIZABETH TORRES: TRINITY COLLEGE – CERTIFIED NURSE ASSISTANT INSTRUCTOR – CERTIFIED NURSE ASSISTANT INSTRUCTOR**

Elizabeth Torres, LVN At least 10 years experience as LVN as a licensed nurse in various clinical settings, such as sub-acute and long term care facilities including a supportive housing program. She is a graduate of a Vocational Nursing program from the Trinity College and holds a DSD Certificate.

**MARIA HOBBS: CASA LOMA SCHOOL OF NURSING – CERTIFIED NURSE ASSISTANT INSTRUCTOR**

Maria Hobbs, LVN Graduate of Vocational Nursing. More than 20 years experience as a licensed nurse in various clinical setting, such as acute/ sub-acute and long term care facilities. Also worked as a home health nurse in several home health care agencies. More than 20 years of experience as a clinical instructor in post- secondary nursing schools in Los Angeles County. Licensed instructor of CPR from the American Red Cross. Holds a DSD Certificate. She completed her Vocational Nursing from the Casa Loma School of Nursing.

**NON-MAIN CAMPUS (BRANCH)**

- 1460 E. Holt Ave Ste. 112 & 120, Pomona, CA 91767 – The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, reception area and student lounge.
- 16525 Sherman Way Unit C-7 Van Nuys, CA 91406- The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, computer laboratory, reception area.

**CLASS SCHEDULES**

LOCATION	PROGRAM	INSTRUCTOR	CLASS START	TIME	DAYS
Huntington Park	Computer Hardware	Dr. Pete Limon	2/14/2023	9:00:00 AM - 1:00pm	Monday – Thu
Huntington Park	Cyber Security	Dr. Pete Limon	10/31/2022	2:00pm- 4:00pm	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	1/17/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	2/20/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	3/27/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	5/1/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday

Huntington Park	Nurse Assistant	Christopher Castillo	6/5/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	7/10/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	8/14/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	9/18/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	10/23/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Huntington Park	Nurse Assistant	Christopher Castillo	11/27/2023	8:00am-4:00pm / 7:00AM - 3:30PM	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	1/17/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	3/27/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	5/1/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	6/5/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	7/10/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	8/14/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	9/18/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	10/23/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Pomona	Nurse Assistant	Maria Valenzuela	11/27/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	1/17/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	2/20/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	5/1/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	6/5/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday

Van Nuys	Nurse Assistant	Maria Hobbs	7/10/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	8/14/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	9/18/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	10/23/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Maria Hobbs	11/27/2023	8:00am- 4:00PM / 7:00am-3:30pm	Monday – Friday





## APPENDIX C CATALOGS

The following items are to be accurate and incorporated:

1. Name, full address, telephone number, website, and facility designation (main campus, non-main campus, separate educational center) for all locations covered by the catalog. **page cover, #4**
2. Date of catalog printing. **page cover**
3. Statement of history and ownership. **page # 5**
4. Names of the officers. **page #5**
5. Mission statement. **page #4**
6. Listing of approvals, licensures, memberships in professional or trade associations (approvals or affiliations are clearly stated and properly presented, e.g., licensed by the state; member of associations). **page #5,6**
7. Listing of agencies that accredit an institution, including the address, telephone number, and website. The scope of accreditation is clearly designated (institutional or program accreditation). **n/a**
8. Academic calendar listing program timelines, calendar break periods, and holidays. **page #7,68,69,70**
9. Listing of administrative staff and faculty (full- and part-time) that includes each faculty member's level of education, degrees, and name of institution conferring same. If a faculty member is on a part-time basis, or is considered a consultant or adjunct, such facts are clearly stated. The names of the management team of an institution and their titles are listed. **page#66-68**
10. Admission requirements and procedures, including any unique requirements for distance education programs or courses (if applicable, include a clear statement of requirements for students to be admitted under the ability-to-benefit standard). **page#47,49**
11. Educational programs offered, which includes the following information:
  - a. **Program Objectives:** clearly defined statement of goals of program, type of instruction, level of occupation for which training is intended and for whom the training is intended. The courses and academic standards required for successful completion of the programs and the credential given for successful completion are also stated. **page#8,13,16,20,24,29,31,33,37,42**
  - b. **Program Schedule:** the number of total weeks and contact hours for the program. If credit hours are awarded, the credits are listed. If recognized outside hours are included in the total clock hours
  - c. of the program, the recognized outside hours must be listed. **page#8,13,16,20,24,29,31,33,37,42**
  - d. **Course Descriptions:** sufficiently detailed to define the scope and sequence, hours, and credit awarded, if applicable. **page#8,13,16,20,24,29,31,33,37,42**
  - e. **Program Delivery:** an institution must identify the type of instructional delivery (i.e., residential, distance learning, or a combination of both). **page #7**
12. Definition for credit (quarter or semester and its equivalent to clock hours) and clock hours, as applicable. **page#56**



13. A general description of the facility, including classrooms, laboratories, and equipment. All pictures used must be identified in the institutional catalog, brochures, and other printed material and clearly and explicitly state if they are not actually a part of the institution's facilities. All laboratories, classrooms, and physical facilities are those actually used by an institution in the instruction of its students and are properly labeled. **page #6,68**
14. Standards of Satisfactory Academic Progress. **page#50-53**
15. Grading scale (system). **page#52,53**
16. Student services describing available services to students, such as academic advising, tutoring, career advising, placement assistance, and facilities, specifically regarding accessibility for disabled students. **page#64**
17. Cancellation and refund policies and policies for refunds to Title IV programs. **page#58**
18. Tuition breakdown, including registration fee, tuition, and any other fees charged for each program. Any other costs such as books, supplies, and any/all costs of equipment and materials required to complete the program must be listed. Tuition payment plans, financial aid information and policies are listed. **page#57**
19. A clear statement that an institution does not guarantee employment. **page#64**
20. Nondiscrimination statement. **page #49**
21. Rules and regulations (may be included in a student handbook with proper references made in the catalog). **page#61-63**
22. A policy and published criteria addressing advanced placement and credit for experiential learning (if the institution does not accept advanced placement and credit for experiential learning this fact must be stated). **page#56**
23. Full and complete disclosure of any portion of a program that is delivered in a language other than English. **page#49**
24. A policy for transfer of credit that requires consideration of credit or clock hours earned at another institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation. If the institution accepts credits earned at another institution that is not located in the United States or its territories the policy must include that the specific education is supported with appropriate *foreign education equivalency*. **page#55**

**If a common catalog is used for more than one institution, the following also applies:**

25. All institutions are of common ownership. page#5
26. Any pictures of facilities are labeled to identify the institution. n/a
27. Supervisory personnel from the corporate or highest administration level are identified. n/a
28. Any information common to all institutions is clearly identified. page#4,5
29. Full addresses are included and proper campus designation (main, non-main, separate educational center) is made. page cover,# 4,6,7,68